

SENIOR ACCOUNTANT

DEFINITION

To perform advanced professional accounting and fiscal analysis work and supervise various operations of the Finance Department.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Accounting Manager. Responsibilities include supervision of lower level professional, technical and clerical staff.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include but are not limited to the following:

1. Prepares Federal, State and other governmental reports including financial and project cost reports.
2. Prepares reports and analyses for the Director of Finance, Departments, and Directors.
3. Prepares claims for reimbursement for programs administered by the City.
4. Reviews City records for correctness, prepares entries to books, and reconciles bank accounts.
5. Audits records of agencies receiving operating funds from the City.
6. Supervises trains and evaluates professional, technical and clerical staff.
7. Reviews, recommends, and implements improvements to automated accounting, budgeting and reporting procedures.
8. Supervises and prepares analyses of various financial statements, schedules and reports.
9. Responds to requests for information on City accounting policies.
10. Established accounting controls in accordance with standard audit requirements.
11. Assists external auditors in the annual fiscal audit.
12. Acts as division manager during Accounting Manager's absence.
13. Performs related duties as assigned.

QUALIFICATIONS

- A. Knowledge of principles and methods of general and governmental accounting and auditing

- B. Knowledge of principles and practices of financial administration including budgeting and payroll tax reporting.
- C. Knowledge of modern office practices, procedures, methods and equipment.
- D. Ability to analyze interprets and explains department policies and procedures.
- E. Ability to establish and maintain fiscal records and accounts.
- F. Ability to prepare clear, concise, complete, and accurate financial statement schedules and reports.
- G. Ability to establish and maintain effective working relationships.
- H. Ability to supervise, train and evaluate, professional, technical and clerical personnel.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years experience of a progressively responsible nature in accounting and financial work including supervisory experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting.

SPECIAL REQUIREMENTS:

Essential duties require the mental and/or physical ability to: work in a standard office environment; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; converse by telephone, in person, and interact with the public and all different levels of City staff in a professional manner.

PROBATIONARY PERIOD: One Year

749CS88

September 1981

Revised: April 2009

AAP GROUP: 4

FPPC STATUS: Non-Designed

FLSA STATUS: Exempt